

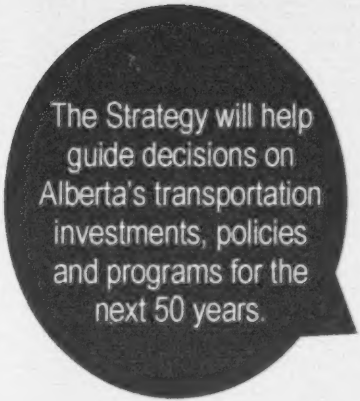
# **TRANSPORTATION STRATEGY FOR ALBERTA**

**Facilitator Handbook**

**How to lead your own  
discussion session**

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The Strategy will help guide decisions on Alberta's transportation investments, policies and programs for the next 50 years.

## PURPOSE OF THE DISCUSSION

Transportation affects all Albertans, which is why the Government of Alberta is leading the development of a long-term, multi-modal strategy to guide decisions on Alberta's transportation investments, policies and programs for the next 50 years.

The Transportation Strategy for Alberta (Strategy) will focus on various ways to move people and products. Input from partners and the public will contribute to a robust and comprehensive Strategy.

The consultation process is taking place in two phases. During Phase One (late January and February 2014), partners and the public were able to provide input through 18 public consultations held throughout Alberta that were attended by more than 900 attendees. There were also more than 100 submissions received through email, phone calls, feedback forms and written submissions.

The input obtained at these consultations, as well as the additional feedback that was received, helped form the foundation of the draft Strategy that is now available for review and comment. Summaries of the 18 public consultations and the draft Strategy can be found at [transportation.alberta.ca](http://transportation.alberta.ca).

Phase Two (early April and May 2014) includes an online survey and a more in-depth online workbook to provide input.

Interested parties are also encouraged to host their own discussion on the draft Strategy. This facilitator handbook is designed to help you lead a conversation in your community – with employees, volunteers, clients, stakeholders, friends, family, neighbours or colleagues – to gather your feedback on the draft Strategy. Your feedback can then be submitted by May 31, 2014 by:

Email:	<a href="mailto:TransStrategy@gov.ab.ca">TransStrategy@gov.ab.ca</a>
Fax:	780-422-1070
Mail:	Transportation Strategy for Alberta 3 <sup>rd</sup> Floor, Twin Atria Building 4999-98 Avenue Edmonton, AB T6B 2X3

The more people and perspectives you can bring together, the more valuable the conversation.

## PLANNING AND PREPARATION

The more people and perspectives you can bring together, the more valuable the conversation will be. Various opinions challenge participants to think differently and to gain a shared understanding of the future of transportation in your community.

Consider inviting:

- People your organization serves;
- Business and community leaders;
- Local non-profit and voluntary organizations;
- Local service agencies;
- Representatives of other communities; and
- A range of age groups.

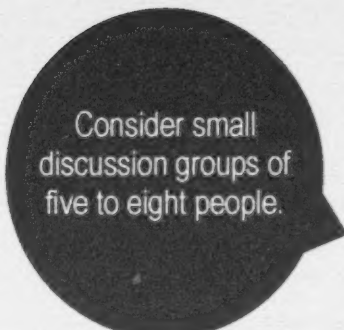
## ADVERTISING AND INVITATIONS

Provide your invitees with important information, such as the:

- Purpose of the discussion;
- Link to the Alberta Transportation website at [transportation.alberta.ca](http://transportation.alberta.ca);
- The draft Strategy found at [transportation.alberta.ca](http://transportation.alberta.ca); and
- Confirmation of the time, length, location and date of the discussion.

There is a sample letter to help with your invitations, if required.

There is a sample invitation letter available (Appendix 1) that you can use as a template and adapt to suit your needs and audience.



Consider small discussion groups of five to eight people.

## GETTING ORGANIZED

The number of participants will dictate the space and resources that you will need to host your discussion. There is no minimum or maximum group size; however, if you have a large group (more than 15 people), consider splitting up into smaller discussion groups of five to eight people. Make sure you have a recorder and a facilitator at each table. After the groups have had a chance to talk about the questions, bring everyone back together at the end of the session to summarize and discuss the main points.

When planning your session, arrange a time and location that is most convenient and accessible for your group. Discussions may take up to three hours to complete.

When selecting a venue, consider:

- An open room with no obstructions so everyone can see each other.
- Easy setup of tables and chairs.
- Adequate parking and accessibility (this could include public transit suggestions).
- Signs within the building to direct participants, if required.
- Adequate lighting and temperature control.
- Accessible public washrooms and water fountains.
- If you have participants with disabilities, consider the accessibility of the room and amenities.

You may also wish to have the following materials available:

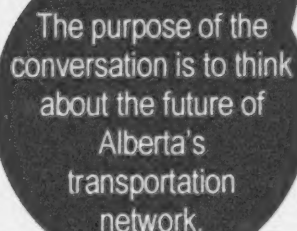
- Name tags;
- A sign-in sheet;
- Flip chart paper, flip chart stands, felt markers;
- Post-it notes, or note pads and pens; and/or
- A laptop and a power source for the person taking notes on the conversation (recorder).



### A FEW BASIC RULES

Providing a few basic rules will help create a productive, open and collaborative conversation. Before you begin, remind all participants that:

- There are no wrong answers;
- It is important that participants listen to each other and try to understand one another's perspectives; and
- The purpose of the conversation is to think about the future of Alberta's transportation network.

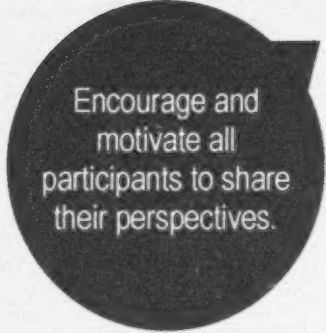


The purpose of the conversation is to think about the future of Alberta's transportation network.

Remember to cover any housekeeping items, such as the location of emergency exits and washrooms.

If participants are unfamiliar with one another, have everyone introduce themselves, including their occupation or role and why they are taking part in the conversation. These comments are valuable in understanding the various perspectives of participants.

To help keep track of the discussion, have pre-arranged volunteer(s) record participants' responses to the discussion.



Encourage and motivate all participants to share their perspectives.

## LEADING YOUR DISCUSSION

Be sure to consider the following:

- Check to ensure that all participants have read the draft Strategy ahead of time, if not, you may wish to review it as a group before beginning your discussion. The draft Strategy can be found at [transportation.alberta.ca](http://transportation.alberta.ca).
- If Internet access is available, a short video is also available at [transportation.alberta.ca](http://transportation.alberta.ca) that participants may find helpful as you set the stage for your discussion.
- Act as a guide rather than a teacher, keeping conversations within the guidelines while still allowing for innovation and creativity.
- Encourage and motivate all participants to share their perspectives and ideas.
- Jumpstart or redirect conversation if it stalls or gets off topic.
- Be respectful and honour all contributions equally while remaining neutral on content.
- Refrain from interjecting or contributing your own opinions or ideas.
- Avoid correcting the ideas of others.
- Be an active listener.
- Set and maintain a positive and comfortable atmosphere.
- Ensure that notes are taken on all group discussions and provide direction to recorders.
- Monitor time for the event.

Keep the discussions forward-thinking. While local projects, programs and services are of importance to Albertans, the Strategy is not intended to be about specific issues. Your discussion should focus on providing input on Alberta's transportation system for the next 50 years. We need to ensure we are headed in the right direction and have the support that will be needed from governments, industry and all Albertans to implement our vision.

If a participant is stuck on a specific issue, keep the discussion moving forward by asking "*What is it about this issue that makes it important to you?*" You could also encourage the person to complete the online survey or workbook that are available at [transportation.alberta.ca](http://transportation.alberta.ca).

## SUGGESTED DISCUSSION QUESTIONS

The following is a list of suggested questions that you may wish to cover during your discussion.

### Vision

The proposed vision for Alberta's transportation system over the next 50 years is:

"An integrated, cost-efficient, multi-modal transportation system that is safe, affordable, and accessible to all Albertans".

**Question: Are there any changes you would make to the vision statement?**

### Principles

As we work toward realizing our vision and throughout implementation of the goals and actions that will get us there, we will be guided by a number of principles:

- Partnership and collaboration are central to the success of any strategy.
- Existing roles and responsibilities will be respected, including existing transportation plans, land use planning processes and agreements, municipal authority for public transportation, ownership of private sector services, and the federal government's role in regulating national infrastructure.
- Innovation and technology are a means to an end.
- Investments must be made where they are needed most, while ensuring that we can maintain today's infrastructure.
- It is important to ensure access to transportation services for all Albertans.
- The quality of life of Albertans is an important consideration when transportation decisions are made.
- The private sector and users will need to play an increasingly important role in funding and financing transportation infrastructure.

**Questions:**

- a. Are there any changes you would make to the principles?
- b. Are there other principles that should be added?



## Recommended Goals

The Strategy will be based on the following seven recommended goals:

- 1) All Albertans and Alberta businesses will have equal access to a transportation system with a variety of modes to transport people and goods within the province, across Canada and internationally.
- 2) Alberta's transportation system will support a high quality of life by incorporating active transportation options in both rural and urban areas.
- 3) Alberta's transportation system will include easily accessible public transportation options in and between communities.
- 4) The safety and security of people and goods traveling throughout, and into and out of, Alberta will be enhanced with educational, regulatory, technological and infrastructure improvements.
- 5) Innovative technology and systems will be used to improve transportation safety, sustain the lifetime of transportation infrastructure and provide timely information to Albertans about the transportation network.
- 6) Alberta's transportation system will incorporate sustainable land-use practices and manage air, water, and wildlife in an environmentally responsible manner.
- 7) Alberta's transportation system will be financially sustainable and Alberta will maintain its transportation assets while supporting development of new infrastructure.

### Questions:

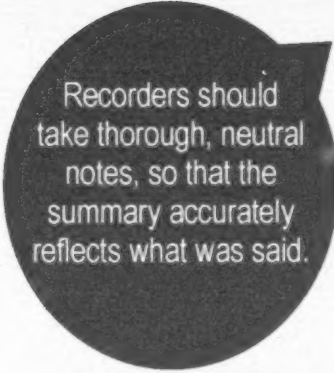
- a. Are there any changes you would make to the recommended goals?
- b. Are there other goals that should be added?

### **Suggested Actions**

For each of the recommended goals, the draft Strategy provides some suggested actions that could be implemented to achieve the goals. Review the suggested actions in the draft Strategy found at [transportation.alberta.ca](http://transportation.alberta.ca).

#### **Questions:**

- a. What actions are needed to achieve each of the recommended goals?
- b. Are there additional actions you want to suggest, that are not mentioned in the draft Strategy?
- c. Who, in your opinion, should be involved in implementing the actions?
- d. Do you have any additional comments?



Recorders should take thorough, neutral notes, so that the summary accurately reflects what was said.

## RECORDING AND SUBMITTING YOUR DISCUSSION

Rather than paraphrasing the discussion, the recorder should try to make the notes as thorough as possible so that, at a later date, key notes summarize exactly what was said, not the recorder's interpretation of the discussion. It will also be easier for the recorder to remain neutral and keep up with the conversation if they do not try to rephrase the discussion.

In addition to a recorder, for large groups, you may also wish to have someone marking key points on a flip chart or white board. This will help participants keep track of the discussion and reinforce that their comments are being heard.

After your discussion, review the notes to make sure they accurately capture the conversation. Submit your input by May 31, 2014 for consideration in the development of the Strategy. Appendix 2 provides an example of how you might want to summarize your discussion notes.

The summary of your discussion and your feedback on the draft Strategy can be submitted by:

Email to: [TransStrategy@gov.ab.ca](mailto:TransStrategy@gov.ab.ca)  
Fax: 780-422-1070  
Mail to: Transportation Strategy for Alberta  
3<sup>rd</sup> Floor, Twin Atria Building  
4999-98 Avenue  
Edmonton, AB T6B 2X3

For more information or support please contact us at [TransStrategy@gov.ab.ca](mailto:TransStrategy@gov.ab.ca) or 780-641-9328 (dial 310-0000 first for toll-free access anywhere in Alberta).

## **CONTINUING THE CONVERSATION**

At the end of your discussion, remember to thank all participants for their contributions and for taking time out their schedules to discuss this important topic. The information collected will help shape the Transportation Strategy for Alberta.

Advise participants that they can contribute more to the conversation by completing the online survey and/or the online workbook. Additional information and updates on the progress of the Strategy can be found at [transportation.alberta.ca](http://transportation.alberta.ca).

## Appendix 1

### Appendix 1: Sample invitation letter

You are invited to participate in an important conversation about the future of transportation in Alberta.

Imagine a transportation system that includes driverless vehicles powered by alternative fuels, advanced in-vehicle technology that could eliminate traffic fatalities, and more access to transportation options and improved mobility to the rest of the world. In the next 50 years, Alberta's transportation system could include these elements and much more.

A long-term, integrated Transportation Strategy for Alberta (Strategy) is being developed to help guide our province's transportation future along a course of social, economic and environmental sustainability. To learn more about the Strategy, please visit [transportation.alberta.ca](http://transportation.alberta.ca).

We will be hosting a discussion to gather input and this input will be submitted to Alberta Transportation for consideration. The details of the discussion are as follows:

(Organization name)

(Date)

(Start time and end time e.g. 6-9 pm)

(Location)

(RSVP contact information e.g. RSVP by (date) to (contact info), if applicable)

We hope you can join us in the conversation about our future transportation system.

Sincerely,

(Organization Name)



## Appendix 2

### Appendix 2: Example of Discussion Summary Template

Transportation Strategy for Alberta - Summary of Discussion Session  
(Organization name)  
(Date)  
(Location)  
(Number of participants)

**Discussion on Vision:**

Are there any changes you would make to the vision statement?

*[Record your discussion here]*

**Discussion on Principles:**

Are there any changes you would make to the principles?

Are there other principles that should be added?

*[Record your discussion here]*

**Discussion on Recommended Goals:**

Are there any changes you would make to the recommended goals?

Are there other goals that should be added?

*[Record your discussion here]*

**Discussion on Suggested Actions:**

What actions are needed to achieve each of the recommended goals?

Are there additional actions you want to suggest, that are not mentioned in the draft Strategy?

Who, in your opinion, should be involved in implementing the actions?

Do you have any additional comments?

*[Record your discussion here]*